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MAY 12 1981

AD/A REGISTRY  
FILE: Orange

Mr. Max Hugel  
Deputy Director of Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Hugel:

My letter of October 29, 1980, brought to your attention the fact that certain air carriers have failed to promptly refund unearned revenue accumulated as a result of unused transportation or accommodations purchased with Government Transportation Requests (GTR's). We apprised you of the procedures in the Federal Property Management Regulations, 41 CFR 101-41.210, that apply in such cases and asked that you initiate whatever steps are necessary to help correct this problem. As a result of the efforts of the Federal agencies, the carriers have refunded over \$545,000 to our Office of Transportation Audits, and unknown amounts to the other agencies, including your own.

Supplementing these efforts, we initiated a vigorous followup campaign on copies of SF 1170's which were forwarded to us by the agencies as being uncollectible. A total of 130 letters, transmitting 821 "uncollectible" SF 1170's, was sent to individual air carriers. In response, the carriers submitted evidence that they had previously submitted refunds for 686 SF 1170's. In 109 cases, no refunds were actually due; on the remaining 26 SF 1170's, the carriers submitted refunds to our Accounts Management Branch.

The fact that over 83 percent of the SF 1170's were forwarded to General Services Administration (GSA) for collection action, even though the carriers had already submitted the refunds to the agencies, suggests that improvements may be needed in reconciling carrier refunds with the SF 1170's. In light of this, I encourage you to review the controls and procedures used by your agency in processing and accounting for revenues received in response to your actions to obtain refunds for unused transportation.

If there are any other questions concerning this matter, or further information is required, your staff should contact Mr. Lester Finotti on (202) 275-1077.

Sincerely,

ALLAN W. BERES  
Commissioner